Follow-ups

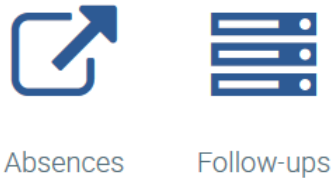
There are deadlines in the sections, Employees, Absences and Time recording, for which a follow-up is created.

You can access the follow-up by using:

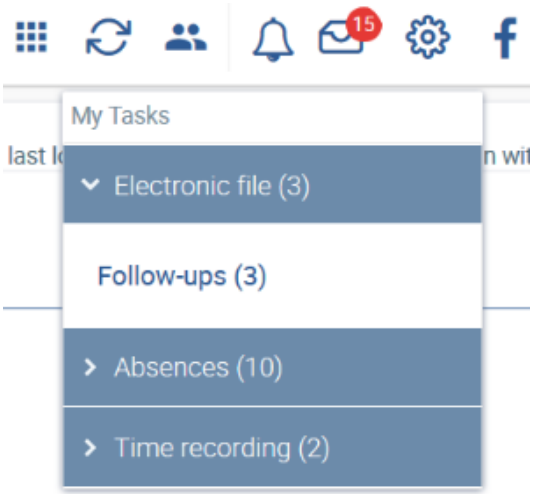
1. the menu bar



2. or via the subject area in question on the product overview page (apps)



You can also select the subject area required in the menu bar e.g. Electronic file ***Follow-ups***.



Note

Once you have selected the follow-ups, you can quickly switch from one area to the other using the filter.



If the follow-up date is reached, the line is highlighted in red.

© Danielle Software & Service GmbH